

Job Description

Job Title: English as a Second Language (ESL) Coordinator

Supervisor: Regional Manager

Job Classification: Non-Exempt

Position is non-contracted, part-time up to 29 hours weekly, and grant funded

Job Summary

The ESL Coordinator is responsible for implementing, and monitoring the Newport News Adult Education Program's instructional ESL classes for adult learners. Position requires overseeing day and evening classes in different locations and the monitoring of instructors to develop curriculum that is appropriate for English language learners.

Essential Duties

1. Plans, implements, and monitors instructional activities for NNPS adult English language learners in accordance with assessment vendor guidelines and VDOE policies.
2. Oversees and assists with program registration, assessments and data entry.
3. Maintains monthly reports and student records.
4. Monitors Newport News instructors in curriculum and assessment practices in accordance with vendor guidelines and VDOE policies.
5. Develops and executes an outreach, recruitment, and intake plan for English language learners.
6. Develops instructional schedule for learner persistence, which result in the identified program outcomes.
7. Maintain accurate data and student records using the VDOE Adult Student Profile Document (ASPD)
8. Participates in staff development activities, staff meetings and curriculum development activities as required or assigned.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Performs any other related duties as assigned by the Regional Manager or other appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

A Bachelor's or Master's degree in education or a related field. Experience teaching adult students is preferred. Considerable knowledge of the concepts, principles and methodologies of ESL instruction. Must possess the ability to communicate effectively, both orally and in writing. Bilingual speaker desired. Must possess excellent organizational, planning, and human relations skills. Must have the ability to establish and maintain effective working relationships with adult learners, specialists, program managers, school administration, and business/community partner agencies. Individual must possess knowledge of content, curriculum, methods, materials, and equipment appropriate for instructing adult learners. Must demonstrate a commitment and ability to serve a diverse community, including low-income families and English language learners. Self-motivated and able to work at a standalone satellite site. Ability to manage and maintain a professional classroom, providing instruction to adult participants whose basic skills are below the twelfth grade level. Possess working skills in the use of technology to deliver Distance Education instruction, communicate via e-mail.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. The noise level in the work environment is usually moderate.

Supervision Exercised: None

Supervision Received: Regional Manager

This job description in no way states or implies that these are the only duties to be performed by this employee. ESL Coordinator will be required to follow any other instructions and to perform any other related duties as assigned by the Regional Manager or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

12/2021 CR